

\*\*\* HUMAN RESOURCES \*\*\*  
SASEBO SATELLITE OFFICE

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한국인 직원 모집 안내  
*Korean National Job Opportunities*

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ANNOUNCEMENT NUMBER: KN13A15

TITLE-SERIES-GRADE: SPORTS SPECIALIST, KGS-0030-05 (1 VACANCY)

APPOINTMENT TYPE: TEMPORARY NTE 2 YEAR

SALARY RANGE: KGS-5: 10,777 - 14,830 Won Per Hour

OPEN PERIOD: Friday, 25 December 2015 to Thursday, 07 January 2016

DUTY LOCATION: Morale Welfare Recreation (MWR), Commander Fleet  
Activities PSC 479 FPO AP 96269 – Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

**WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:**

All current USFK KN employees

RPA NUMBER (HRO USE ONLY): 286586

**NOTE:** Full performance level KGS-05 under APF. This position is a temporary, not to exceed 2 year. If this position is not converted from temporary to permanent, the incumbent must terminated NTE date or applicant applying under this vacancy announcement may be converted from temporary to permanent without further competition. This position is subjected to the possibility of workdays on weekends and holidays as well as rotating shifts. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. Applicants need to submit a self addressed stamped envelope to receive notification of result.

**MAJOR DUTIES:**

Performs work involved in leading one or more indoor and outdoor sports such as baseball, football, basketball, tennis, ping-pong or horseshoes. Instructs participants by explaining or physically demonstrating various techniques of the sport such as maintaining proper position, body balance, grip jump, stroke, timing etc. Orally interprets various rules and recommends matches or tournaments and arranges for such events. Receives calls and reserves facilities for participants, determining priorities. Receives and issues sports equipment, obtaining signatures of users. Supervises or performs the work of repairing various sports equipment such as gloves, rackets, nets and balls using heavy-duty sewing machines or repair kits and equipment. Maintains fields and courts in proper operational conditions. Supervises a group of skilled or unskilled laborers and recreation assistants of lower grade. Perform other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

#### **a. EXPERIENCE**

Three (3) year of general experiences (1 year at least equiv to KGS-4).

GENERAL EXPERIENCE is defined as progressively responsible administrative, professional, technical, investigative, or other substantive experience, 1 year of which was equivalent to at least the next lower grade that demonstrates the ability to KSAs.

**b. ENGLISH LANGUAGE COMPETENCY:** 1. The American Language Course Placement Test (ALCPT) score 60% is required. 2. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

### **SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

A full 4-year course of study resulting in an undergraduate degree is fully qualifying for KGS-5 positions under this standard provided any required testing and any licensing requirements are also met. Undergraduate college education may not be substituted for any experience requirements above KGS-5 level.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:**

1. Knowledge of general rules of various sports, for example: softball, flag football, volleyball, etc. and fitness center equipment such as treadmills, cross trainers, stationary bikes, free weights & circuit weight equipment.
2. Skills in supervision and training of frontline/subordinate staff members as well as coach or physically demonstrate techniques to increase participant's interest. Serve as referee or umpire as necessary.
3. Abilities to coach/conduct as well as referee/umpire various sports and sporting events and maintain fields, courts in proper operational conditions. Perform work of any subordinate during periods of heavy work load as well as perform duties as Fitness Director during periods of absence.

### **EMPLOYMENT CONSIDERATION PREFERENCE:**

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees (Korea-wide)

**WHO MAY APPLY:** Refer to the Area of Consideration for each vacancy announcement.

**HOW TO APPLY:** Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be**

**signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3337.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3337.